

2012 CZMP
Web Application

User Guide

Baltimore County Office of Planning

Baltimore County Office of Information Technology

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Overview

The CZMP 2012 Web Application allows you to create an online request for a zoning change. Please note that this is only the first step in the zoning change process and you are still required to meet with the assigned planner to move the application forward.

You will be able to submit online applications during the Open Filing Period (September 1-October 14).

General Instructions

1. The application allows you to navigate back and forth pages by using the 'Next' and 'Previous' buttons.
2. The application allows you to exit a page by clicking on the 'Cancel' button.
3. You will be able to return to the Dashboard and modify any incomplete applications after you log in.

Creating a New Account

This tab allows you to create a new user account with a username and password.

1. Use the link below to register and create an account.

<http://czmp.baltimorecountymd.gov>

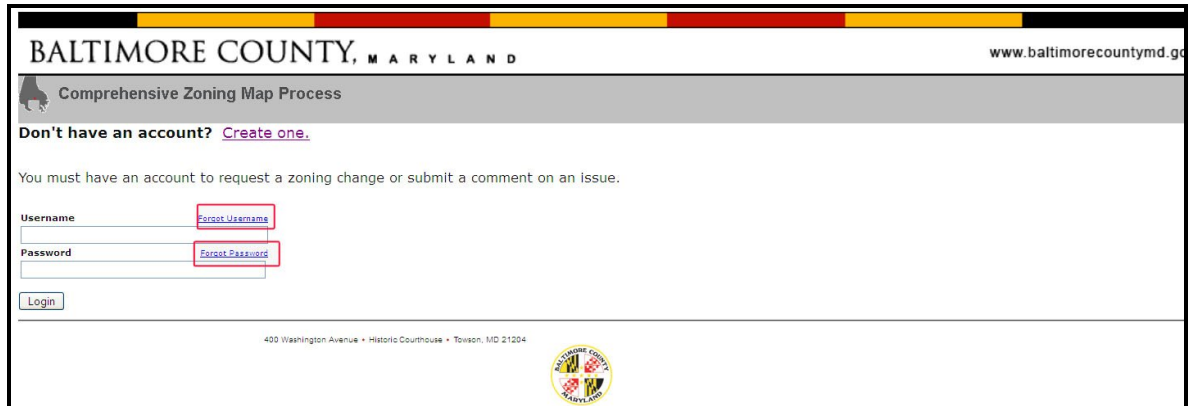
The screenshot shows the login page of the Baltimore County Comprehensive Zoning Map Process web application. The header includes the Baltimore County logo and the website URL. The main heading is "Comprehensive Zoning Map Process". Below this, there is a link "Don't have an account? Create one." which is highlighted with a red box. A message states: "You must have an account to request a zoning change or submit a comment on an issue." Below this message are input fields for "Username" and "Password", each with a "Forgot" link. A "Login" button is at the bottom. The footer contains the address "400 Washington Avenue • Historic Courthouse • Towson, MD 21204" and the Baltimore County seal.

2. Fill in your registration information.

The screenshot shows the "Create Your Account" page of the Baltimore County Comprehensive Zoning Map Process web application. The header is identical to the login page. The main heading is "Create Your Account". Below this, there is a paragraph of instructions. A message states: "Complete the information below to create a user account." Below this message are two sections: "User Account Information" and "Login Information". The "User Account Information" section includes input fields for "First Name", "Last Name", "Organization/Community Association" (optional), "Address", "Address 2" (optional), "City", "State" (a dropdown menu with "MD" selected), "Zip Code", "Phone" (with a note "e.g. 410-123-4567"), "Alternate Phone", and "E-mail" (with a note "e.g. email@email.com"). The "Login Information" section includes input fields for "Username" (with a note "6 character minimum"), "Password" (with a note "8 character minimum"), and "Confirm Password" (with a note "Re-type password"). At the bottom of the form are "Cancel" and "Create My Account" buttons. The footer contains the address "400 Washington Avenue • Historic Courthouse • Towson, MD 21204" and the Baltimore County seal.

3. If you do not fill in a required field, an error message (in red) will be displayed next to the missing information.

4. The e-mail addresses and user names used to create the account must be unique. If you have entered a previously existing e-mail address or user name you will get an error message.
5. Once you submit your registration information, you will receive an e-mail requesting you to confirm your email address so that your account can be activated.
6. The application allows you to retrieve and reset username and password through the login screen.

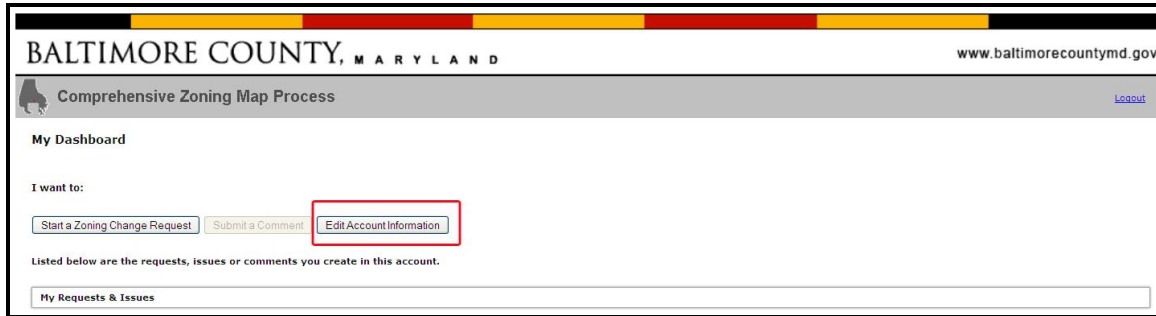


The screenshot shows the login page for the Baltimore County Comprehensive Zoning Map Process. At the top, there is a header with the Baltimore County logo and the text "BALTIMORE COUNTY, MARYLAND" and "www.baltimorecountymd.gov". Below the header, the page title "Comprehensive Zoning Map Process" is displayed. The main content area contains a link "Don't have an account? [Create one.](#)". Below this, a message states "You must have an account to request a zoning change or submit a comment on an issue." The login form consists of two input fields: "Username" and "Password". Each field has a "Forgot Username" or "Forgot Password" link next to it. A "Login" button is located below the password field. At the bottom of the page, the address "400 Washington Avenue • Historic Courthouse • Towson, MD 21204" is displayed, along with the Baltimore County seal.

Edit Account Information

This tab allows you to edit your account/user information.

1. Log in
2. Once logged in successfully, you can select the tab to 'Edit User Information'.

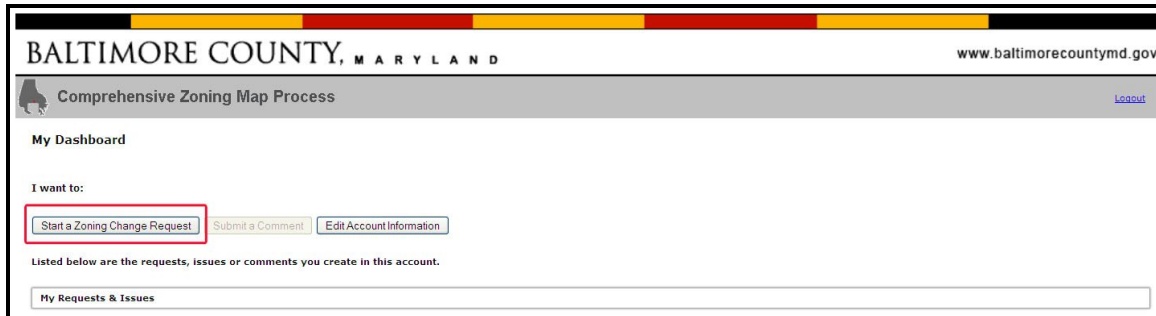


3. Make the modifications to your information.
4. Once you have finished entering your changes, click the 'Submit' button.

Start a Zoning Change Request

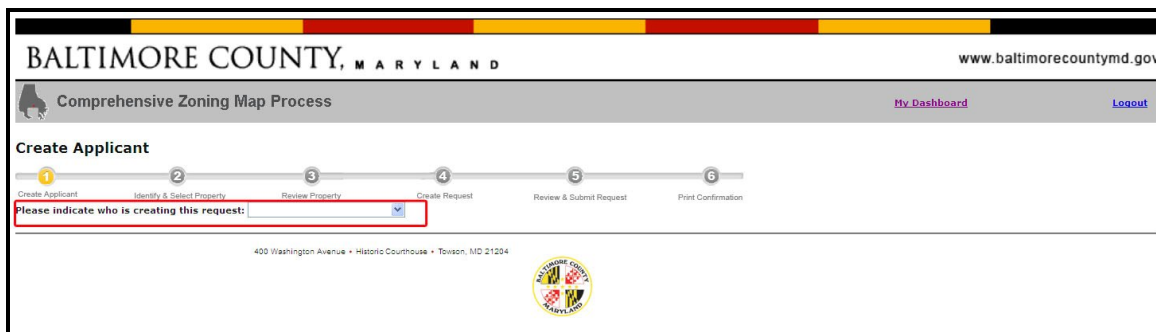
This tab allows you to create an application for a zoning change request.

1. Once you have your user name and password you can log into the application. Upon logging in successfully, you can select the option to “Start a Zoning Change Request.”



The screenshot shows the Baltimore County, Maryland website's 'Comprehensive Zoning Map Process' dashboard. At the top, the header includes the county name and the URL 'www.baltimorecountymd.gov'. Below the header, there's a 'My Dashboard' section. Under 'I want to:', there are three buttons: 'Start a Zoning Change Request.' (highlighted with a red box), 'Submit a Comment', and 'Edit Account Information'. Below these buttons, it says 'Listed below are the requests, issues or comments you create in this account.' and there's a section titled 'My Requests & Issues'.

2. Indicate who is creating the request.
 - Civic/ Community Organization
 - Private Entity
 - Firm Representative
 - Other



The screenshot shows the 'Create Applicant' step in the Baltimore County, Maryland website's 'Comprehensive Zoning Map Process'. A progress bar at the top indicates six steps: 1. Create Applicant, 2. Identify & Select Property, 3. Review Property, 4. Create Request, 5. Review & Submit Request, and 6. Print Confirmation. The first step, 'Create Applicant', is currently active. Below the progress bar, there's a dropdown menu with the text 'Please indicate who is creating this request:' and a blue checkmark icon. The dropdown menu is open, showing options: 'Civic/ Community Organization', 'Private Entity', 'Firm Representative', and 'Other'. At the bottom of the page, there's a footer with the address '400 Washington Avenue • Historic Courthouse • Towson, MD 21204' and the Baltimore County, Maryland seal.

3. If you indicate that you are a private entity, the applicant information will be pre-populated for you based on the information from your registration.
4. The applicant information is set to be editable. Please note that any changes you make will not be automatically updated in your user account information. You will need to the “Edit Account Information” option on the dashboard to update user information.
5. If you have indicated that you are a firm representative, the ‘Point of Contact’ field in the Firm section of the application will be pre-populated with your information from your registration.

- Once all the required information is completed click the 'Next' button. You will now be able to select the property.

- You can search for the property by entering the address or the Tax ID. The search result contains a list of properties that match your search criteria up to 60% accuracy.
- Once you are able to locate the property you want, you can click on 'Add' on the map to select the property. The selected property will be displayed on the bottom of the page.
- The application allows you to submit a discrepancy on the property by clicking on the "Submit Discrepancy" button.

10. You can also upload and remove supporting documents with the discrepancy information.

Identify and Select Property(s)

1 Create Applicant 2 Identify & Select Property 3 Review Property 4 Create Request 5 Review & Submit Request 6 Print Confirmation

Search for your desired property(s) by entering a tax account number or address, or you can navigate the map. Then select and confirm your target property(s).

☐ Address ☐ Tax ID

(E.g. 400 Washington Avenue) (10 Digit Account Number e.g. 1110008888)

400 Washington Avenue

Search Results

Address	Confidence Level
400 WASHINGTON AVE	100
401 WASHINGTON AVE	64
405 WASHINGTON AVE	64
409 WASHINGTON AVE	64

Property Information

Tax ID	0902190000
Owner Name	BALTIMORE COUNTY MARYLAND
Address	0 WASHINGTON AVE
Lot	null
Parcel	103
Map	0070A
Land Area	0 Acres
Zoning	BM CT
Election District	9

Your Selected Property(s)

0 WASHINGTON AVE 0902190000 [Submit Discrepancy](#) [what's This?](#)

Describe the Discrepancy:

Discrepancy description

Describe the file you are uploading:

Discrepancy support

Attach Supporting Documents:

Upload Status:

File Description	File Name
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11. Once you have entered the required information, click the 'Finish Selecting & Continue' button on the bottom of the page. You will be redirected to the review page.
12. Please review the summary of the information you have entered for this application.
13. If you are satisfied, click the 'Continue' button.
14. You will be directed to the page where you can fill out zoning request information. You can also upload documents to support your request. Please refer to the "file types" link on the page to see a list of acceptable file types.

15. If you are satisfied, click the 'Continue' button. You will be directed to a page with your request summary and terms conditions.

16. Upon accepting the terms and conditions, you will be redirect to the final confirmation page for the online submission.
17. Please read and print the page. The page contains instructions on the next steps in the 2012 CZMP process.
18. You will also receive an e-mail with contact information for your community planner. Your next step is to contact them to set up a meeting.

Submitting Comments on Issues

This tab allows you to submit comments on existing issues.

[This module will be available at a later date.](#)

1. You need to create a User Profile to be able to submit comments on any issue.
2. Once logged in, you can search for an issue by Address, Issue Number or navigate through the map to find it.
3. Once you have selected the issue you want to comment on, you can select the option to 'Submit a Comment.'
4. Once a comment has been submitted, you will not be able to edit it or delete it. Your comment will be submitted to the Office of Planning and become a part of the public file for that issue.